

**Personnel Records and Identification of
Individuals**

Photographs for Military Personnel Files

**Headquarters
Department of the Army
Washington, DC
28 August 2005**

UNCLASSIFIED

SUMMARY of CHANGE

AR 640-30

Photographs for Military Personnel Files

This major revision, dated 28 August 2005--

- o Authorizes Reserve Component officers to be photographed during their respective training: Basic Officer Leader Course, Phase III (Branch Training), Captains Career Course, and Warrant Officer Basic Course (para 3).
- o Establishes the Department of the Army Photograph Information Management System as the system of record for Department of the Army official photographs (para 5).
- o Outlines procedures for managing Department of Army photographs using the Department of the Army Photograph Information Management System (paras 7 and 8).
- o Authorizes warrant officers to use branch insignia instead of primary military occupational specialty on Department of the Army official photographs (para 8).
- o Eliminates hard copy photographs for Regular Army and Army Reserve soldiers, except troop program unit soldiers and photographs for a soldier action (table 1-1).

Personnel Records and Identification of Individuals

Photographs for Military Personnel Files

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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Secretary of the Army

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Summary. This regulation prescribes Army policies, responsibilities, and procedures for taking, selecting, submitting, and maintaining current photographs for military personnel files.

Applicability. This regulation applies to the Active Army, the Army National

Guard of the United States, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–1 (DCS, G–1). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, DCS, G–1, ATTN: DAPE–ZA, 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ATTN: AHRC–FSA–P, Alexandria, VA 22332–0474.

Distribution. This publication is available in electronic media only and is intended for command levels C for Active Army, the Army National Guard, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*

References • 2, *page 1*

Explanation of abbreviations and terms • 3, *page 1*

Responsibilities • 4, *page 1*

Policy • 5, *page 2*

Frequency • 6, *page 2*

Procedures for taking Department of the Army official photographs • 7, *page 2*

Photographic facility procedures to process and forward official photographs • 8, *page 3*

Appendix A. References, *page 9*

Table List

Table 1: Process DA official photographs in DAPMIS, *page 8*

*This regulation supersedes AR 640–30, dated 1 October 1991

Contents—Continued

Figure List

Figure 1: Example of a commissioned officer DA official photograph, *page 4*

Figure 2: Example of a warrant officer DA official photograph, *page 5*

Figure 3: Example of an enlisted male official DA photograph, *page 6*

Figure 4: Example of an enlisted female DA official photograph, *page 7*

Glossary

1. Purpose

This regulation establishes policy and procedures for taking, selecting, submitting, and maintaining current Department of the Army (DA) official photographs in the DA Photograph Management Information System (DAPMIS) for promotions.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. Commanders will ensure that—

- (1) Soldiers make an appointment to be photographed and report to the photographer on time and in proper uniform.
- (2) Official photographs are taken when required by this regulation.
- (3) Photograph requirements are determined prior to any deployments.
- (4) When travel at government expense (temporary duty (TDY)) is used to comply with this regulation that there are no other means to successfully complete the mission.

b. Installation commanders will ensure that—

- (1) Funds are available to the photographic facilities annually to provide the photographs required by this regulation.
- (2) Each installation, camp, station, or unit photographic facility provides the support required to comply with this regulation. If the photographic facility cannot supply the required support, it must arrange for support from another facility or by commercial contract.
- (3) An installation's photographic facility will photograph personnel who are assigned, attached, and TDY to their installation, as well as provide photographic support to soldiers who are geographically dispersed from their assigned installation, such as recruiters, Reserve Officer Training Corps cadre personnel, Title 10 soldiers, deployed personnel, and so forth.
- (4) Travel at Government expense to comply with this regulation is authorized for photographic personnel on assignment.

(5) Contracted Army multimedia/visual facilities contact their contracting office representative to modify their existing contract to include these new requirements in statements of work.

c. Commander, U.S. Army Human Resources Command (HRC) will—

- (1) Manage DAPMIS.
- (2) Maintain official electronic photographs for all soldiers except general officers, Regular Army second lieutenants, and warrant officer one (WO1).
- (3) Provide official photographs for each centralized selection board held at HRC–Alexandria, HRC–St. Louis, Army National Guard, and HRC–Indianapolis.
- (4) Ensure the date last photo is top loaded to the Total Army Personnel Database (TAPDB) and updates the Electronic Military Personnel Office (eMILPO) database.
- (5) Provide access to official photographs to the Officer Personnel Management Directorate and Enlisted Personnel Management Directorate to support career management.
- (6) Notify soldiers 90 days in advance of their photo expiration via Army Knowledge Online (AKO).
- (7) Purge photographs that have expired (older than 5 years) and remove photographs of separated soldiers from the database.
- (8) Ensure TDY orders for Reserve Component (RC) officers en route to Basic Officer Leader Course (BOLC) Phase III (Branch Training), Captains Career Course (CCC), and the Warrant Officer Basic Course (WOBC) include the requirement to schedule an appointment and be photographed during this training.

d. Commander, U.S. Army Training and Doctrine Command (TRADOC) will ensure installations responsible for BOLC phase III (branch training), CCC, and the WOBC support the requirement of RC officers to schedule an appointment and be photographed during this training.

e. Chief Information Officer, G-6 (CIO/G-6) will—

- (1) Establish, develop, and publish procedures for photographic facilities to support this function.
- (2) Act as sponsor for other Service (Air Force, Navy, Marine) facilities to establish AKO accounts.

f. Photographic facilities will—

- (1) Maintain a DAPMIS account for the studio.
- (2) Provide RC officers the support necessary to be photographed while attending their respective training: BOLC phase III, CCC, and WOBC.
- (3) Produce and upload official photographs into DAPMIS on the day the photographs are taken.
- (4) Ensure that in approved Department of Defense (DOD) photo labs that do not upload photographs to DAPMIS,

the photographer saves the photographs as a .jpg file with 300 dpi (approximately 350k file size), 4 x 6 inches and e-mail them to DAPMIS@hoffman.army.mil.

g. Each soldier will—

(1) Locate the nearest authorized Visual Information Facility Profile, photograph lab, using the following Web site: https://vifp.afis.osd.mil/VIFP_Menu.cfm.

(2) Arrange to have a photograph taken at approved DOD facilities when required.

(3) Wear the proper uniform with insignia and ribbons correctly displayed per AR 670–1.

(4) Review and accept or reject the photograph using the DAPMIS link via AKO within 3 days of photo.

5. Policy

a. All official photographs for general officers, commissioned officers, WOs, and noncommissioned officers (NCOs) will be taken in color.

b. The photograph is an important part of the soldier's Official Military Personnel File. It is of particular interest during DA selection boards and career management activities.

c. Commanders and each soldier must ensure that initial photographs and updates (para 6) are taken and uploaded into DAPMIS as required. This will ensure that OMPF and the military personnel files are properly constituted.

d. Current electronic photographs will be kept in—

(1) General officer files at General Officer Management Office.

(2) The DAPMIS for all Active Army commissioned and WOs, except second lieutenants and WO1, and all NCOs in the grade of staff sergeant (SSG) and above.

(3) The DAPMIS for National Guard and Reserve soldiers as outlined below:

(a) All commissioned officers.

(b) All WOs.

(c) All NCOs in the grade of sergeant (SGT) and above.

e. Official photographs will only be taken at approved DOD facilities.

6. Frequency

a. The following soldiers will have an initial photograph made within 60 days of—

(1) Selection for promotion to brigadier general or higher.

(2) Promotion to first lieutenant (includes officers accessed into active duty as first lieutenant or higher grade).

(3) Promotion to chief warrant officer two (CW2).

(4) Initial appointment to command sergeant major (CSM)

(5) Promotion to SSG.

b. Soldiers will update their photograph at a minimum per the following schedule:

(1) General officers— every 3rd year.

(2) Officers and NCOs— every 5th year.

(3) Reserve Component officers will be photographed during their respective training— BOLC phase III, CCC, and WOBC.

c. A new photograph is required when there is a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), awards (Army Commendation Medal and above), and grade changes.

d. Soldiers will be required to submit a new photograph when directed by the lieutenant colonel (LTC) commander or higher in the soldier's chain of command. This authority is extended to majors (MAJs) serving in LTC command positions. Direction to submit a new photograph will be based on cogent reason (such as commander determines there has been a significant change in the soldier's appearance). Commanders may not direct their entire unit to submit new photographs; direction must be on an individual basis.

e. Soldiers assigned to an area (including hostile fire areas) where photographic facilities are not available or conditions prevent them from being photographed, are temporarily exempt from the requirements of this paragraph. These soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

f. Female soldiers due photographs during pregnancy are required to accomplish this action within 6 months after the pregnancy.

g. Soldiers with approved retirements are exempt from having photographs taken. However, if an application for withdrawal of retirement is approved, the photographs will be updated per paragraphs 1 through 6.

7. Procedures for taking Department of the Army official photographs

a. Soldiers will—

(1) Make an appointment to be photographed.

(2) Report to the photographic facility dressed in a properly fitted and pressed class A Army green Service uniform.

Soldiers may also carry their uniform to the photographic facility and change on-site to avoid wrinkling or soiling the uniform en route.

(3) Wear basic branch insignia, all permanently authorized awards, decorations, combat and special skill badges, tabs, and if affiliated, regimental insignia will be worn. The shoulder sleeve insignia (patch) and distinctive unit insignia (crests) will be worn and are the only exceptions from the permanent rule. (In many cases soldiers are assigned to DOD agencies, joint activities, and other Federal agencies, with some exceptions, that are not authorized one or both of these insignia items).

(4) Ensure that their uniforms and authorized permanent accessories, decorations, and insignia are worn per AR 670-1.

b. Photographers will—

(1) Schedule soldiers to take official photographs.

(2) Ensure full-length mirror is available.

(3) Take photographs in digital format.

(4) Review photograph with soldier.

(5) Upload photographs into DAPMIS.

(6) Destroy all devices that contain the soldier's social security number (SSN), that is, hard copies, hard drives, and printer cartridges upon completion of life cycle in accordance with AR 380-5, paragraphs 3-16, 4-27, and 4-32. This information is considered "For Official Use Only."

8. Photographic facility procedures to process and forward official photographs

a. For general officers and promotable colonels only, the photograph will be taken digitally, in color, showing only head and shoulders, with the subject seated, the U. S. flag behind and to the officer's right side with the appropriate general officer flag behind and to the officer's left side. Portraits will be the traditional chain of command variety without headgear. Finished prints will be 8 x 10 inches. The pose preferred by the individual will be marked "Official Selection," in the caption, which will include the officers' full name, grade, and SSN, and the date the photograph was taken. Type or stamp the caption on a separate piece of paper or on a self-adhesive file label and affix it to the reverse side of the photograph. Never type the caption directly onto the back of the picture. Photographic facilities will submit 10 copies of the finished print by memorandum to Office of the Chief of Staff, Army, ATTN: DACS-GOM, 200 Army Pentagon, Washington, DC 20310-0200.

b. For frocked general officers, a digital image file (300 dpi or better at 8 x 10 inches) will be forwarded by the Multimedia/Visual Information Support Center to the Army Visual Information Directorate, ATTN: JDSO-VID-AI, Room 1A256, 3001 Army Pentagon, Washington, DC 20310-3001, with sufficient information to permit them to assign each image a separate Visual Information Record Identification Number for historical documentation and subsequent accessioning.

c. For all Army soldiers, commissioned officers (other than general officers and promotable colonels), WOs, and NCOs, color photographs will be taken in digital format (4 x 6 inches), borderless, and in the portrait layout using the following procedures:

(1) Pose the soldier with head and eyes facing the camera and body turned 15 degrees to the right. The left side of the soldier's body is closer to the camera.

(2) Frame the image to the right of the camera center as seen through the camera view approximately 2 inches above the top of the head to approximately 2 inches below the jacket line with both the subject's hands visible.

(3) Type the name board information (while the soldier is present) in the upper left corner of the image approximately 1/8th inch from the top and left margins via the photo imaging software. Soldier must verify the accuracy of this information prior to departing the photo lab.

(4) Type the Defense Visual Information Activity Number (DVIAN) in the upper right corner approximately 1/8th inch from the top and right margins via the photo-imaging software. The DVIAN authenticates the use and dissemination of official photos. No photo is accepted without this number in the upper right corner of the photograph. Garrison and direct reporting units have the option to add a letter identifier at the end of the 5-digit DVIAN to internally identify their satellite activities.

(5) The print lettering is white, the style is Arial (do not use Arial Black), and 8 point font size.

(6) Hyphenated names must be typed together, for example, if name is Rodriguez-Mendez, it must be typed RODRIGUEZMENDEZ. The name board information must consist of the following elements:

(a) First line— LAST NAME, FIRST NAME MIDDLE INITIAL, SUFFIX.

(b) Second line— SSN.

(c) Third line—PHOTO DATE (YY MM DD) with a space between each group.

(d) Fourth line— GRADE, BRANCH (officers and WOs) or GRADE, 5 DIGIT PRIMARY MILITARY OCCUPATIONAL SPECIALTY (enlisted) (see figures 1 through 4).

GORE, CHERI L.
111-11-1111
05 05 11
CPT, AV

A0555

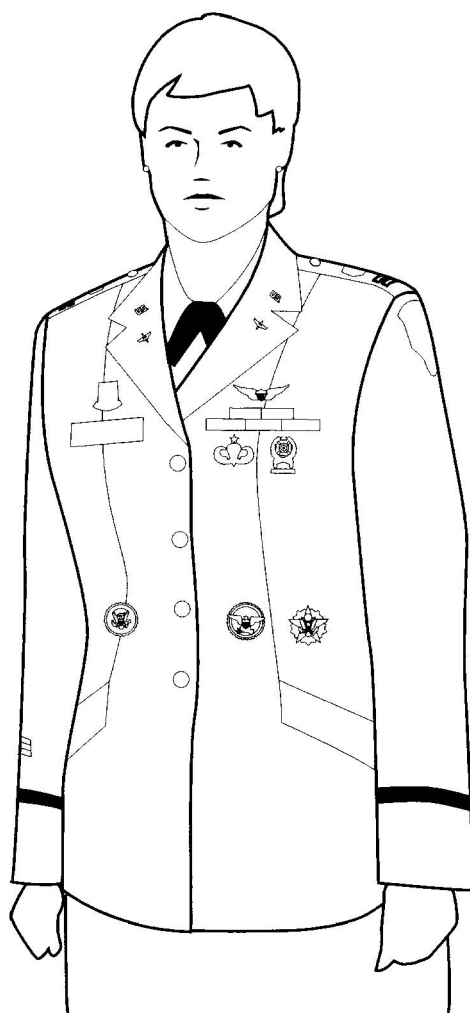


Figure 1. Example of a commissioned officer DA official photograph

CHANNEY, SHAMUS M.
111-11-1111
05 05 11
CW2, AV

A055514

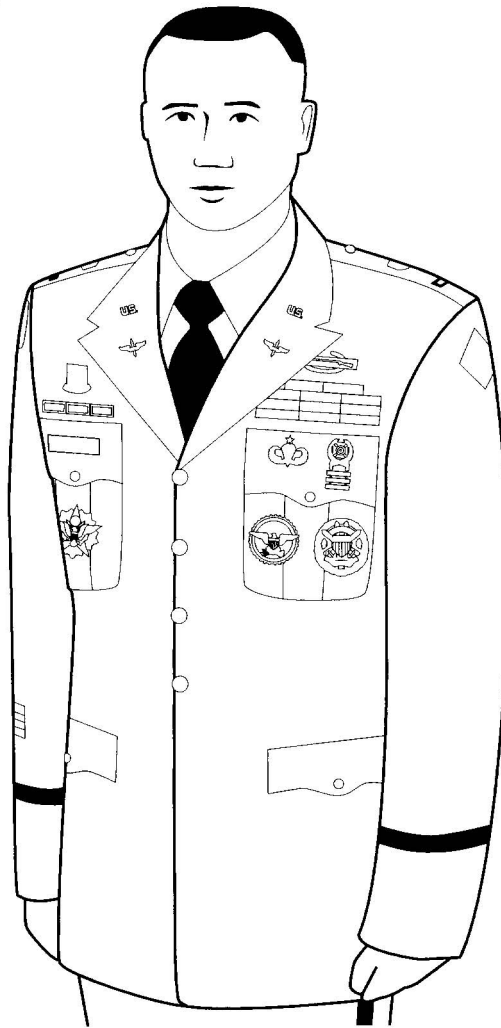


Figure 2. Example of a warrant officer DA official photograph

BUSH, JOHN A.
111-11-1111
05 05 11
SFC 42A40

A0555M



Figure 3. Example of an enlisted male official DA photograph

CLINTON, LUCY J.
111-11-1111
05 05 11
SFC 42A4X

A0555

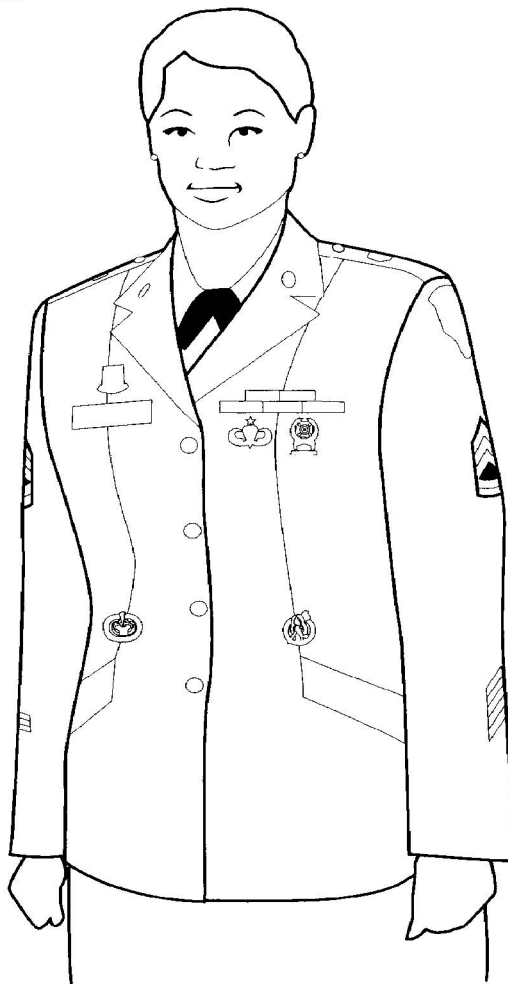


Figure 4. Example of an enlisted female DA official photograph

d. The DOD zero tolerance policy (DODD 5040.5) on altering photographs must be strictly enforced. The multimedia visual information managers at all levels are responsible for enforcing this policy. Photographers can improve the contrast, color balance, and light levels electronically, but CANNOT alter the image in any way as to misrepresent the actual image. Active measures must be taken to ensure the accuracy and integrity of all official DA photographs. A digital computer file copy WILL NOT be issued to the soldier (see table 1).

Table 1
Process DA official photographs in DAPMIS

Step	Work Center	Required Action
1	Soldier	Schedule and report as scheduled to take official photograph. Review photograph for accuracy and completeness in accordance with para 8 above. Within 3 days of your photograph being successfully processed in DAPMIS log onto your AKO account, click "Self-Service," "my Personnel," then click the DAPMIS link to view the photo. Click accept if you want the new photograph to become your photograph of record. Click reject if an error is detected and contact your photo lab to schedule another appointment or to request an administrative error (wrong SSN, name misspelled, bad date) be corrected.
2	Photo Lab	Take official photograph in accordance with para 8 above.
		Upload photograph into DAPMIS in accordance with procedures published at DAPMIS Web site: https://isdrad16.hoffman.army.mil/dapmis . One paper copy is authorized to be printed for the RC soldiers only in a troop program unit and uploaded into DAPMIS. No hard copies are authorized for official photographs in DAPMIS, except for troop program unit promotion selection boards.
		Photographs taken in support of soldier actions (Officer Candidate School, warrant officer, Active Guard Reserve packets, and Soldier of the Quarter/Year Board) will not be loaded into DAPMIS. These actions require a hard copy.
		Daily, verify status of photographs uploaded during the last 24 hour period by logging onto the DAPMIS Reports Log and clicking on the Transaction Log.
		When status is <i>failed</i> , resolve the error (wrong SSN, name misspelled, bad date) and re-upload the photograph.
		Reschedule photograph appointments. Correct photographs with administrative errors on the photograph board information by correcting the mistake, changing the date to the current date, and re-uploading the photograph.
3	HRC Field Systems Division	Provide DAPMIS oversight and resolve issues with photographs sent for resolution. Monitor photo lab for timely resolution of errors.
4	DAPMIS	Update soldier's photograph date information in the TAPDB as new photographs are uploaded to the system. Also, verify date last photo to the eMILPO database from TAPDB feed.

Appendix A

References

Section I

Required Publications

AR 670-1

Wear and Appearance of Army Uniforms. (Cited in paras 4g(3) and 7a(4).)

AR 380-5

Department of the Army Information Security Program. (Cited in para 7b(6).)

DODD 5040.5

Alteration of Official DOD Imagery. (Cited in para 8d.)

Section II

Related Publications

This section contains no entries.

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

AKO

Army Knowledge Online

BOLC

Basic Officer Leader Course

CCC

Captains Career Course

CIO/G-6

Chief Information Officer, G-6

CSM

command sergeant major

CW2

chief warrant officer two

DA

Department of the Army

DAPMIS

Department of the Army Photograph Management Information System

DOD

Department of Defense

DVIAN

Defense Visual Information Activity Number

eMILPO

Electronic Military Personnel Office

HRC

U.S. Army Human Resources Command

LTC

lieutenant colonel

MAJ

major

NCO

noncommissioned officer

RC

Reserve Component

SSN

social security number

SGT

sergeant

SSG

staff sergeant

TAPDB

Total Army Personnel Database

TRADOC

U.S. Army Training and Doctrine Command

TDY

temporary duty

WO

warrant officer

WO1

warrant officer one

WOBC

Warrant Officer Basic Course

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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PIN: 006476-000

DATE: 08-26-05

TIME: 13:44:29

PAGES SET: 15

DATA FILE: C:\wincomp\r640-30.fil

DOCUMENT: AR 640-30

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION